



BUILDING DIVISION PRECONSTRUCTION MEETING OUTLINE

I. Permits

Contractors performing work that is required to have a permit by any of the City's Codes shall post the required permit and any approved plans on-site or in the general contractor's on-site office.

All permits shall be placed in a three-ring binder, tabbed by discipline and kept in the general contractor's on-site office along with any City approved drawings.

The fire alarm system requires a minimum of two permits, one Electrical Permit from the Building Division and one Fire Permit from the Fire Department.

The general contractor is responsible to ensure that all proper permits have been obtained.

II. Inspection Process

All Inspection Requests are made by phone through our Interactive Voice Response System, **DirectRequest**. The **DirectRequest** phone number is **425-556-2435**.

Inspection requests for next business day must be made by midnight. A scheduled inspection may be cancelled through **DirectRequest** until 4:00 am on the day of the scheduled inspection. Inspection results and the inspection history can be obtained through **DirectRequest**.

Inspection Code Numbers specific to your permit are found on the Inspection Record Card (usually a bright green sheet) attached to the Permit.

Recording of the inspection results is done by two or four letter code on the Inspection Record Card as follows:

- ◆ AP = Approved
- ◆ CN = Correction Required
- ◆ NOTE = Note
- ◆ NR = Not Ready
- ◆ PA = Partial Approval
- ◆ ST = Stop Work
- ◆ NC = Non-Conforming

Our Inspectors will provide written Correction Notice information on the job site. Any requests for Special Conditions or Special Permissions allowed under the City's Codes must be made in writing and signed off on by an Inspector. Verbal requests cannot be granted. Your project will not have the same Inspector for the entire project. Remember, if it is not in writing, it did not happen.

If you have general inspection questions or need to contact one of our Inspection Services staff you may call 425-444-2425 to speak with the Inspector of the Day.

The City of Redmond Building Division attempts to respond to inspection requests within 24 hours. We cannot honor specific times for inspections due to workload.

When the inspection staff is unable to keep up with the workload the inspection requests will be prioritized as follows:

1. Inspections for the placement of concrete.
2. Inspections for open ditch cover.
3. Final inspections.
4. Inspections that have been waiting the longest (first-in, first-out).

Electrical installations shall be inspected prior to being energized.

The City of Redmond Building Division requires inspections prior to concealment. If any area is covered without inspection it will be required to be uncovered, at contractor expense, to allow inspection. The general contractor is responsible to ensure that **ALL** required inspections are completed prior to concealment.

Areas of inspection shall be ready when the inspection is requested.

Each contractor requesting an inspection will have, on-site, a representative that will accompany the inspector during the inspection process.

III. Contractors

All subcontractors shall be properly licensed by the State of Washington (including out-of-state contractors).

All contractors shall obtain a City of Redmond business license.

The general contractor shall ensure that **ALL** subcontractors are properly licensed.

Each contractor is responsible to know the provisions of the code that the project is being constructed under.

IV. During Construction

Changes or revisions to the City Building Division Approved Plans may require a Revision to be submitted and approved prior to inspection. Please consult with the Building Inspection staff on your project.

The City is not part of your construction RFI process.

If Revisions are required to be submitted, they must be submitted through our Permit Center. The Building Inspection staff will provide you with the proper tracking paperwork that must be submitted to our Permit Center if your revision will require resubmittal and additional Plan Review. A copy of the Revision Submittal form is included here.

V. **Job Completion Schedule and Certificate of Occupancy (CO)**

The general contractor needs to keep the Building Inspection staff aware of the construction schedule and the projected completion date. Please provide a copy of your schedule of critical path inspections and desired C. of O. date. **This information is critical and must be updated as necessary.**

A copy of our Certificate of Occupancy Requirements is attached.



CERTIFICATE OF OCCUPANCY REQUIREMENTS

A Certificate of Occupancy is required for **ALL** buildings or structures that are occupied or used, including single-family homes and residential structures. The Certificate of Occupancy certifies that the building or structure complies with the requirements of the Redmond Municipal Code and the International Building or Residential Code for the intended use and occupancy.

As your project nears completion there are certain procedures that you must complete prior to the issuance of the Certificate of Occupancy. The first five items may be done in any order, but all five must be completed prior to the Final Building Inspection.

First: All utilities and construction work must be completed to the satisfaction of the Redmond Public Works Department. This may include, but is not limited to, easements, pedestrian walkways, stormwater management, water and sewer services, etc. Contact the Construction Inspection Division by calling our Direct Request system at **(425) 556-2435** when you are ready for your final site inspections.

Second: All zoning, site requirements, signage, parking, landscaping, screening as well as other approved development conditions must be acceptable to the Redmond Planning Department. Contact the Redmond Planning Department to schedule your final review and site inspections by calling our Direct Request system at **(425) 556-2435**.

Third: All fire alarm systems, automatic fire sprinkler systems, fire lane striping and other project requirements must be 100% completed and approved by the Redmond Fire Prevention Division. Contact the Fire Prevention Division to schedule your final inspections by calling **(425) 556-2232**. Please be sure that all work is completed and that all systems have been tested before your scheduled inspections. Remember to schedule far enough in advance to allow time to make corrections and to have reinspections performed if necessary. Please call at least five (5) days in advance for all on-site inspections. Only limited inspections are performed on Fridays.

Fourth: The Building Official must be provided with two (2) letters; one from the Special Inspection Agency and one from the Registered Design Professional in Responsible Charge stating that the building has been completed, complying with the plans and specifications (if applicable). **These letters shall be mailed to: City of Redmond, Attn: Building Official, 15670 NE 85th St, M/S CHPC, P.O. Box 97010, Redmond, WA 98073-9710.** A copy of each of these letters must also be on-site for the Building Inspector prior to the Final Building Inspection.

Certificate of Occupancy Requirements

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Fifth: **ALL** other Building Permits (example: vaults, trash enclosures, etc.), Electrical, Mechanical and Plumbing Permits for the project must be 100% completed, have their final inspections and be "signed off." Contact the Redmond Building Division to schedule your final inspections by calling our Direct Request system at **(425) 556-2435**.

Sixth: A Final Building Inspection must be performed **AFTER** the five items above have been completed. Contact the Redmond Building Division to schedule your Final Building Inspection by calling our Direct Request system at **(425) 556-2435**.

Final Record Verification: Once all of the permits on your project have been 100% completed and “signed off” you will need to schedule an appointment with our Permit Coordinator, Kelcie Peterson, to review all of the “Site” inspection records, (inspection records are usually on bright green paper), and to verify the necessary information for the Certificate of Occupancy. Kelcie’s contact number is **(425) 556-2461**.

Issuance of the Certificate of Occupancy: Once you have met with the Permit Coordinator and all of your “Site” inspection records have been verified it takes a minimum of five working days to issue the Certificate of Occupancy. All Certificates of Occupancy are issued through the Permit Center.

By keeping these outlined steps in mind and expeditiously attending to all items prior to a Building Final, the City of Redmond can better serve you and prevent unnecessary delays in issuing your Certificate of Occupancy.